

Using Cataloger's Desktop (<http://desktop.loc.gov>)



Libraries@Cambridge

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A screenshot of a Microsoft Internet Explorer browser window displaying the "Cataloger's Desktop" website. The browser's address bar shows "http://desktop.loc.gov/". The website features the Library of Congress seal on the left, the title "CATALOGER'S DESKTOP" in large red letters, and a description: "Access to the most widely used cataloging documentation resources in an integrated, online system." Below this is a "Log On" button, followed by "How to Subscribe" and "Quick Start Tutorial" buttons. At the bottom, there are links for "How to Renew", "Legal Notices", "Contacts", and "CDS Home Page". On the right side of the page, there is a photograph of the interior of the United States Capitol building. The browser's taskbar at the bottom shows the Windows start button, several open applications, and the system clock at 17:20.

Using Cataloger's Desktop

This document is a handout developed by Libraries@Cambridge to train librarians from Cambridge University libraries.

It was developed with advice from Bruce Johnson at the Library of Congress and in the light of feedback from Cataloger's Desktop userlist members and Cambridge Librarians.

Contents (with hyperlinks)

1. [About this course](#)
2. [What is 'Cataloger's Desktop?'](#)
3. [When would you use 'Cataloger's Desktop?'](#)
4. [Logging on](#)
5. [Popup blockers](#)
6. [The 'Start' page](#)
7. [The View bar](#)
8. [The Toolbar](#)
9. [The hyperlinks on the 'Start' page](#)
10. [Opening a view from the View bar](#)
11. [The 'Browse' view](#)
12. [Selecting a resource in 'Browse'](#)
13. [The 'Synch TOC' hyperlink](#)
14. [Categories](#)
15. [Preferences](#)
16. [The 'Document' view](#)
17. [The 'Search' view](#)
18. [Results of a search: the 'Doc/Results' view](#)
19. [Results of a search: the Results view](#)
20. [Icons](#)
21. [Printing](#)
22. [Bookmarks and notes](#)
23. [The 'What's new' page](#)
24. [Miscellaneous notes about some resources](#)
25. [Benefits of using a web-based resource](#)
26. [Where to find more help](#)

1. About this course

This course is designed to be a quick overview of Cataloger's Desktop. It shows how the program works, not what the contents are.

The version of Cataloger's Desktop on which this training is based was released in May 2006.

Cataloger's Desktop is an American resource, developed by the Library of Congress. It uses American English, but this training was developed for British cataloguers, and uses British spelling.

2. What is Catalogers' Desktop?

- Provides **online** access LC's most heavily used cataloguing publications:
- Anglo-American Cataloguing Rules (AACR2)
- Library of Congress Rule Interpretations
- LC Subject Cataloging Manuals and schedules
- Latest editions of all MARC standards

3. When would you use it?

- To understand why a copied record was done that way and to check if it is correct
- In cataloguing original material e.g. Theses, published slides, videos, foreign etc.

4. Logging on

To log on to Cataloger's Desktop on the Web, open a browser session and go to <http://desktop.loc.gov/> (there are details in the FAQs about creating a desktop icon to Cataloger's Desktop). Click 'Log On' to start a session.



5. Pop up blockers

If this message appears, you will need to click here to open the site.

It is helpful to allow pop-ups on the site <http://desktop.loc.gov>.



If you have a popup blocker installed, please [click](#) to open the site

By using this site, you agree to its [terms and conditions of use](#).

6. The 'Start' page

A screenshot of the 'Cataloger's Desktop' search interface in Microsoft Internet Explorer. The browser address bar shows 'http://desktop.loc.gov - Cataloger's Desktop - Microsoft Internet Explorer'. The page title is 'CATALOGER'S DESKTOP'. The navigation menu includes 'Browse', 'Document', 'Results', 'Doc/Results', 'Search', 'Preferences', 'What's New', 'Help', 'Bookmarks/Notes', 'Feedback', and 'Logout'. Below the menu are search controls: a search box with a 'Find' button, a 'Limit by:' section with links for 'My preferences', 'Full site', 'Type of material', and 'More...', and a status indicator 'Search limited to: My Selected Resources'. Annotations with arrows point to various elements: 'Desktop Classic/Basic switch hyperlink' points to 'Desktop classic'; 'Search boxes with text 'Find', which was though to be more positive than the former 'Search.' points to the search box; 'Note the 'Start Over' button. This always returns you to to this screen.' points to the 'Start Over' button; and 'Site view reminders tell you whether you are searching a selection of resources or at the full site' points to the 'Search limited to: My Selected Resources' text. The Windows taskbar at the bottom shows the 'start' button and several open applications.

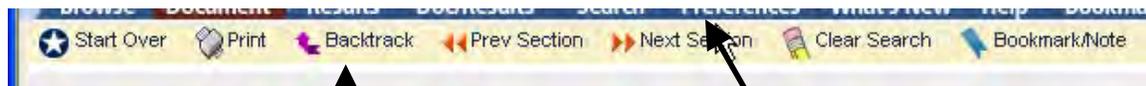
7. The View bar



View tabs, e.g. 'Browse' and 'Search' lead to screens with different displays and functions

8. The Toolbars

8.1 Top toolbar

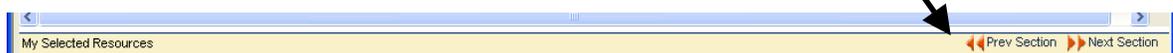


'Backtrack' takes you to the information you looked at last

'Previous Section' and 'Next Section' take you to the next or previous section of the text you are reading, rather like turning over a new page or chapter in a book.

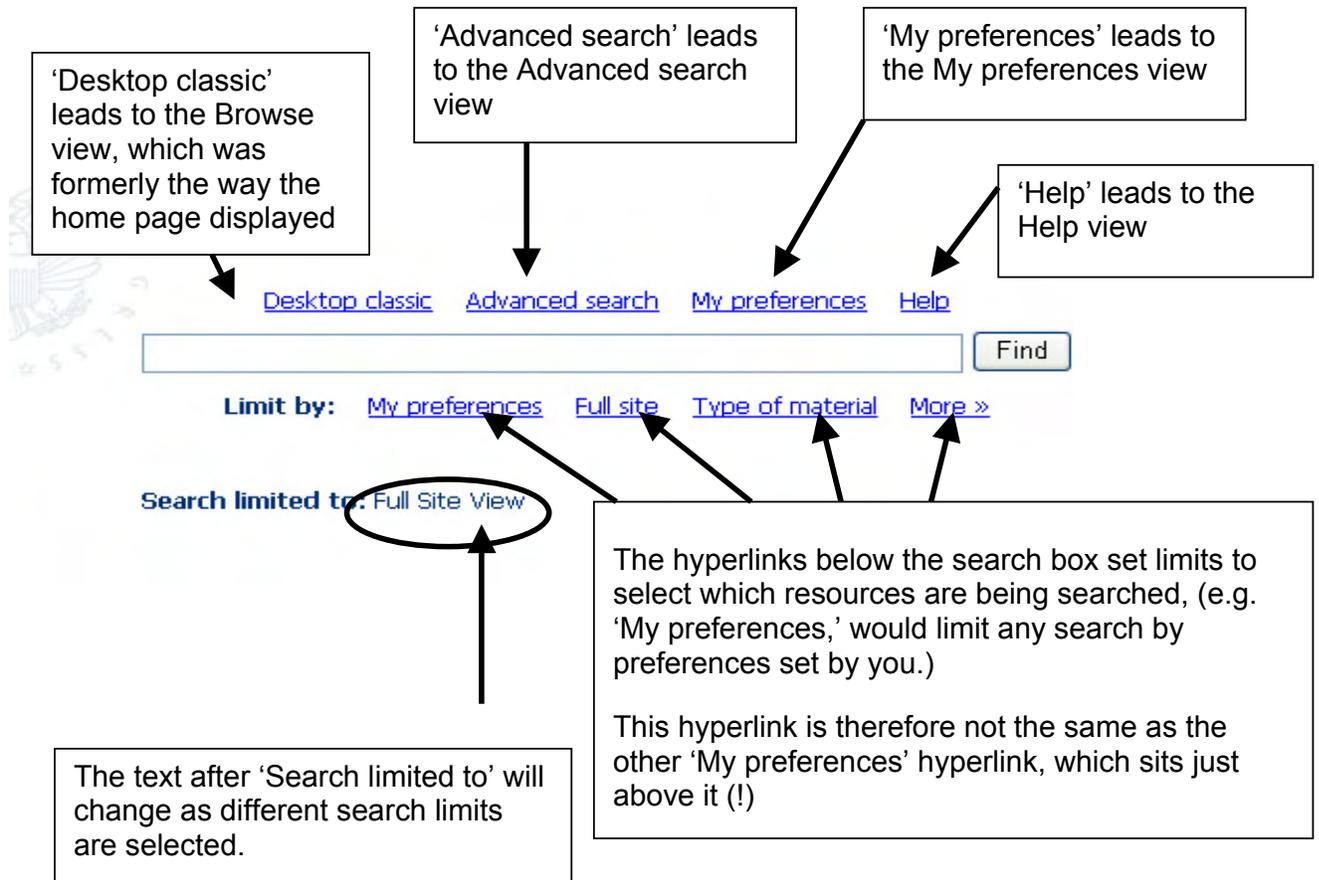
These icons are duplicated at the bottom of the page for ergonomic reasons

8.2 Bottom toolbar



9. Hyperlinks on the 'Start' page

Three of the hyperlinks above the search box duplicate the tabs in the viewbar (for ergonomic reasons.)



10. Opening a view from the 'View bar'

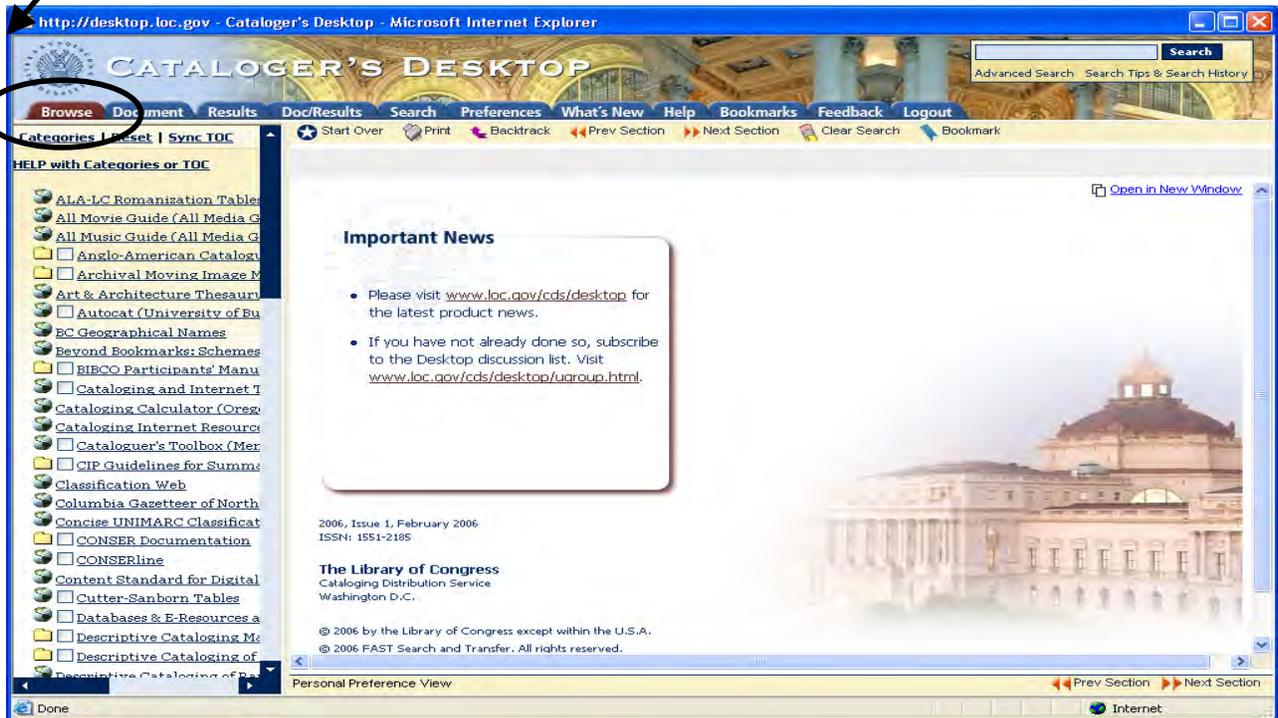


To open a view, press the relevant tab e.g. the 'Browse' tab in the 'View bar'

11. The Browse view

11.1 The two panes

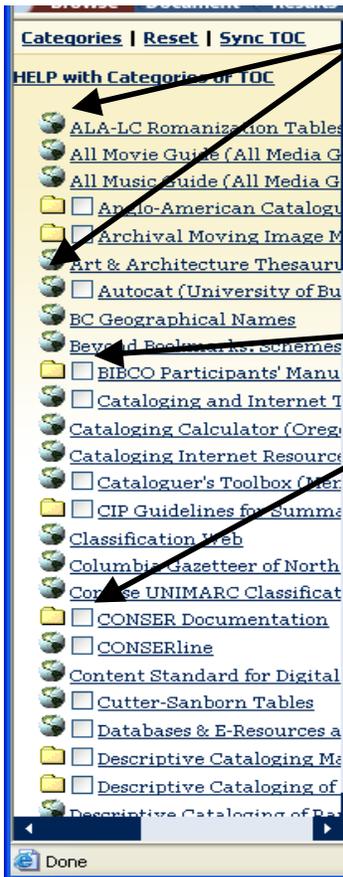
The tag of the View in the Viewbar has changed colour to show that the 'Browse' view is displayed



This part is the 'Table of Contents' pane. It displays a list of resources.

This part of the display is called the 'Document' pane. It displays text.

11.2 Types of resource



Resources represented by a globe are external sites: these resources will open in a new window if you click on them.

Resources represented by a folder are integrated into Cataloger's Desktop, and will open up in the Document pane if you click on them.

11.3 Selecting resources by clicking in their boxes



Clicking in the box next to integrated resources will select that resource to be searched (in this case, AACR2.)

You can then enter a search term, for instance, 'Law' into the search box and press 'return'.)

11.4 Results of a search

The results of the search now display in the Doc/Results tab.

The screenshot shows the 'Cataloger's Desktop' web application. The 'Doc/Results' tab is selected in the navigation menu. The left pane displays a list of 41 results, all from AACR2. The right pane shows the document content, with the search term 'Law Libraries' highlighted. The document content includes sections for 'Canadian Association of Law Libraries', 'Canadian Association of Music Libraries', 'Canadian Association of Research Libraries', 'Canadian Council of Library Schools', 'Special Libraries Association, Eastern Canada Chapter', 'Special Libraries Association, Toronto Chapter', and 'UNITED KINGDOM CILIP/BRITISH LIBRARY COMMITTEE ON AACR2'.

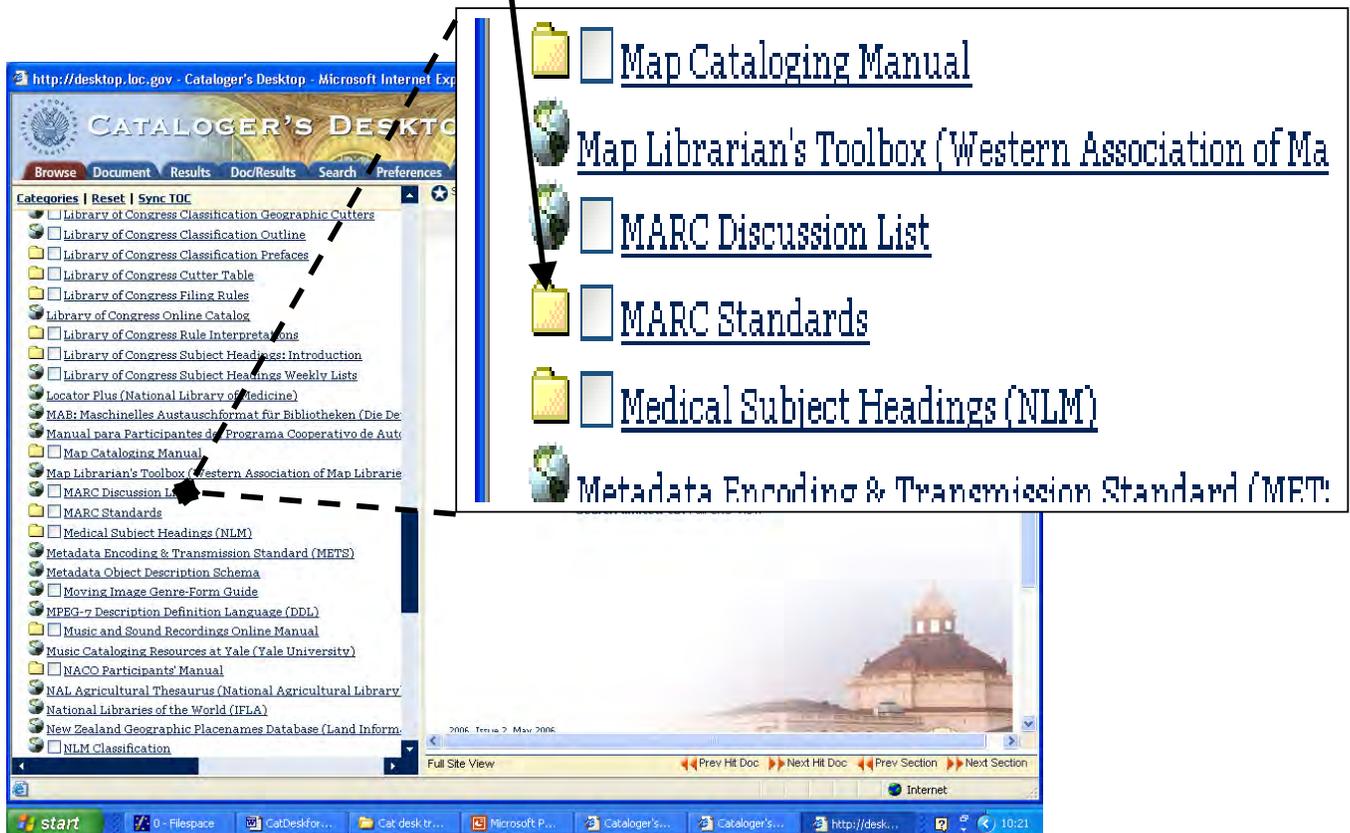
The list of returns is displayed in the pane on the left. Note that in this example all are from AACR2

The term you searched for is highlighted

The document is displayed in the document pane on the right.

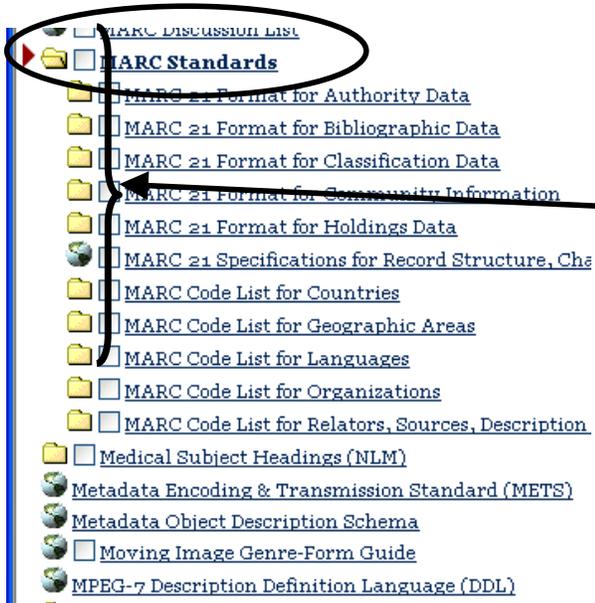
12. Selecting a Resource in 'Browse'

- Scroll down the resources: note 'MARC Standards' folder is closed.
- Click on the folder to open it.

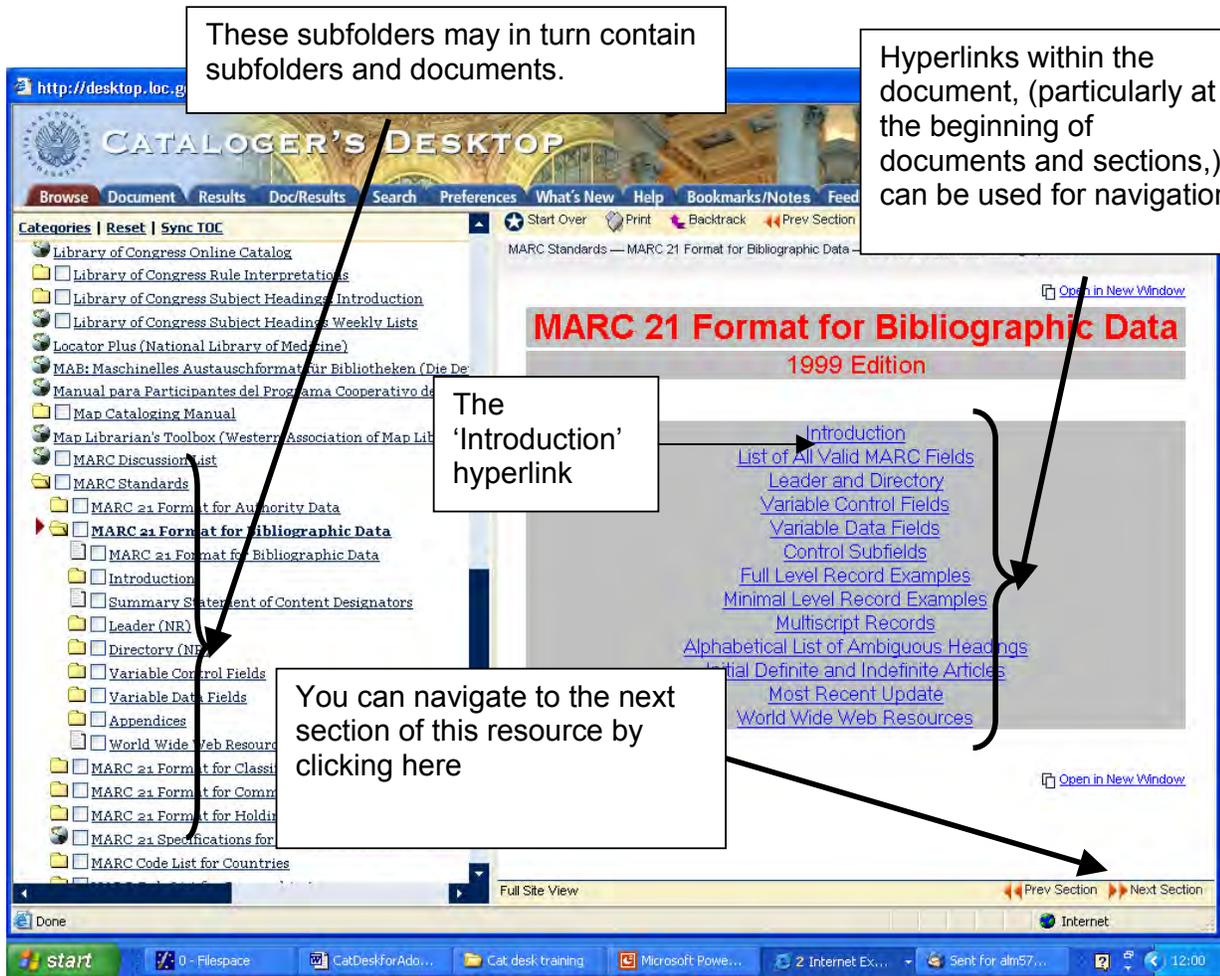


The screenshot shows the 'Cataloger's Desktop' website interface. The left sidebar contains a list of resources under the 'Browse' tab. A dashed arrow points from the 'MARC Standards' folder in this list to a callout box on the right. The callout box displays a list of resources with 'MARC Standards' highlighted in yellow. The resources listed in the callout box are:

- [Map Cataloging Manual](#)
- [Map Librarian's Toolbox \(Western Association of Ma](#)
- [MARC Discussion List](#)
- [MARC Standards](#)
- [Medical Subject Headings \(NLM\)](#)
- [Metadata Encoding & Transmission Standard \(METS\)](#)



Once the folder is open it displays subfolders.



These subfolders may in turn contain subfolders and documents.

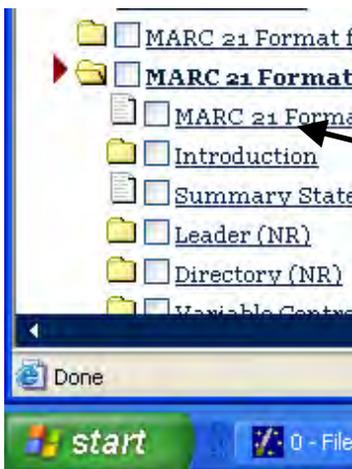
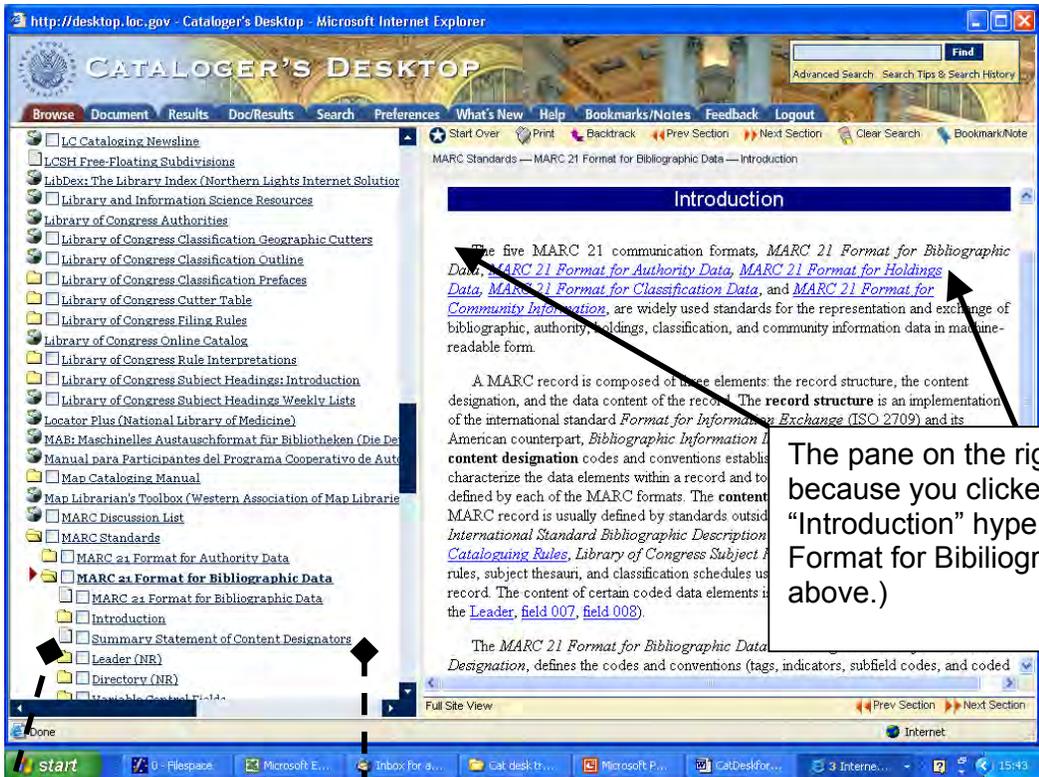
Hyperlinks within the document, (particularly at the beginning of documents and sections,) can be used for navigation

The 'Introduction' hyperlink

You can navigate to the next section of this resource by clicking here

13. The 'Synch Toc' hyperlink

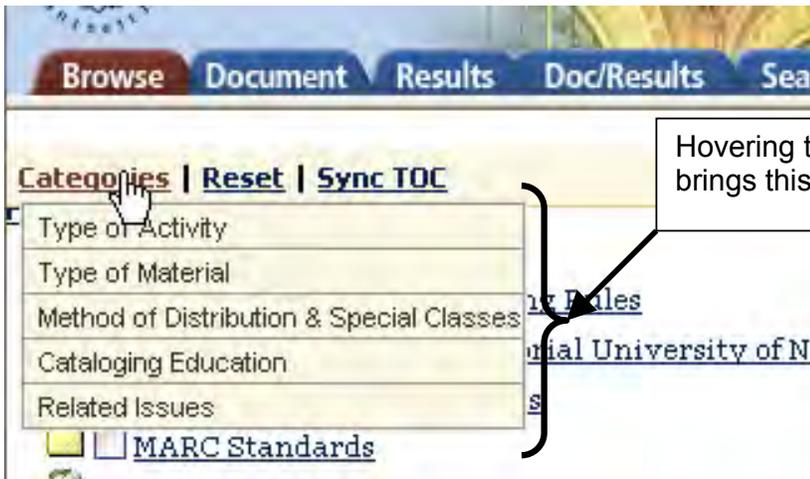
If you click on the hyperlinks within the document the pane on the right will change, for instance clicking on "Introduction" in the Marc standards document above brings about this screen:



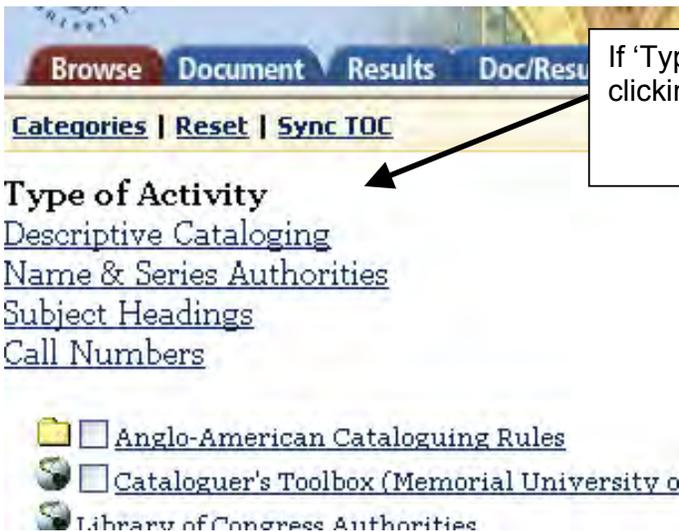
14. Categories



The 'Categories' hyperlink is to be found at the top of the table of contents in the 'Browse' view.

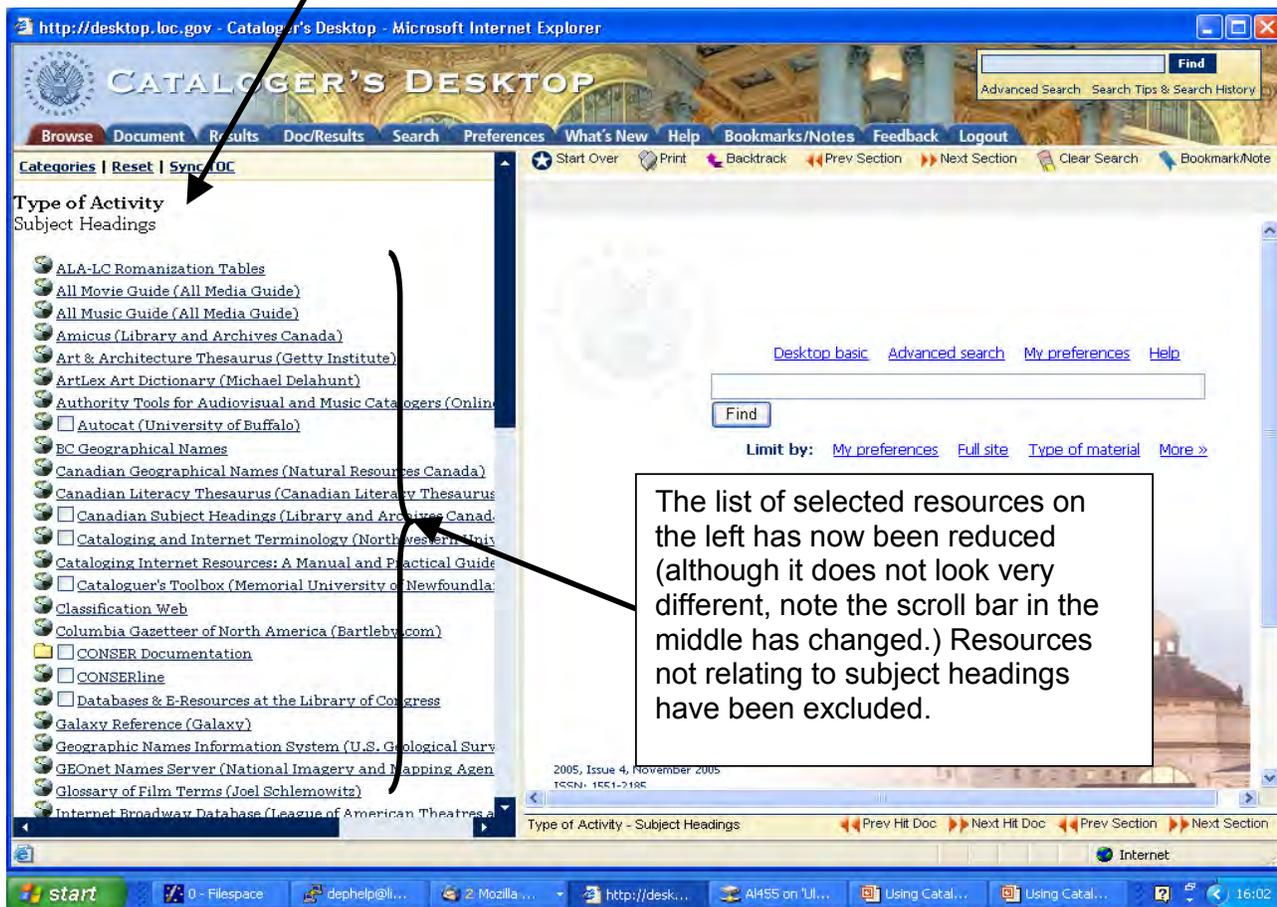


Hovering the cursor over 'Categories' brings this dropdown menu.

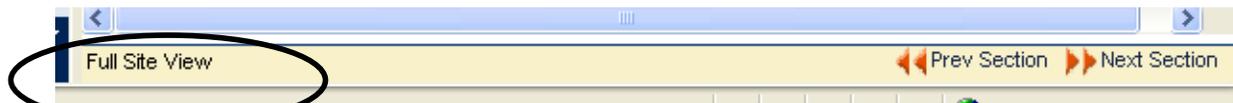


If 'Type of Activity' (for instance,) was selected by clicking, this new menu would display.

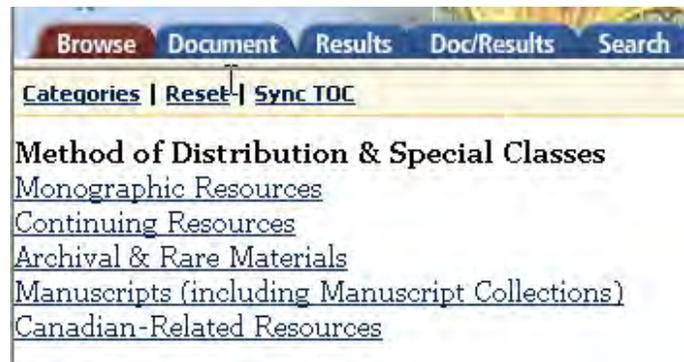
In this example the category 'Subject headings' was then selected. The name of this category is now displayed .



The Toolbar changes from displaying "Full site view" to displaying the search limitations now enforced, for instance "Type of activity- ." This shows that all searches are now limited to selected resources only.



These are the lists of different categories:



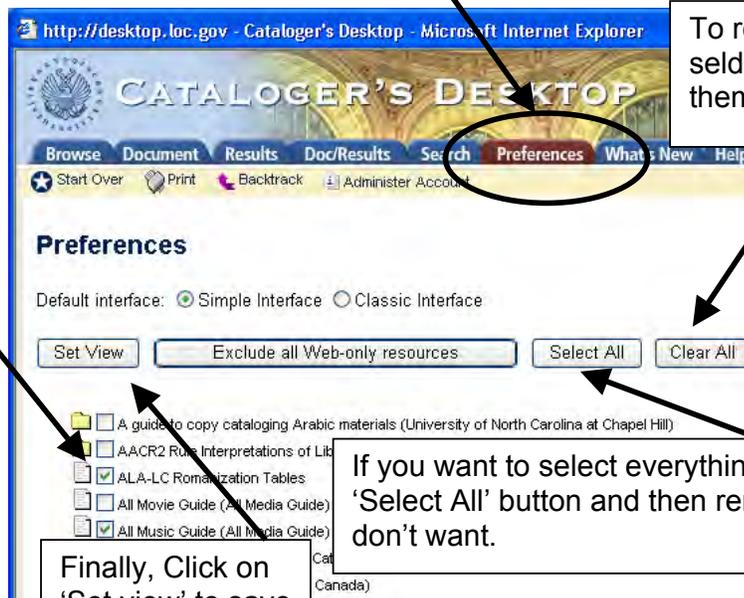
15. Preferences

15.1 Setting preferences

Preferences are set in the 'Preferences' view

To remove resources that you seldom use, you can deselect them by clicking 'Clear all'.

Next click the boxes of the resources you want to select.



If you want to select everything you can click on the 'Select All' button and then remove (untick) any you don't want.

Finally, Click on 'Set view' to save your changes

15.2 Setting and removing limits to searches

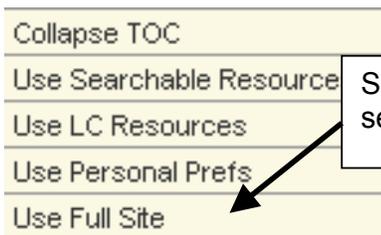


Hovering the cursor over the 'Reset' button brings up this display. 'Use Personal Prefs' is one of the options.

Again, once limits, for instance 'Use Personal Prefs' is clicked, the 'site view reminder' displays which limits are in place.



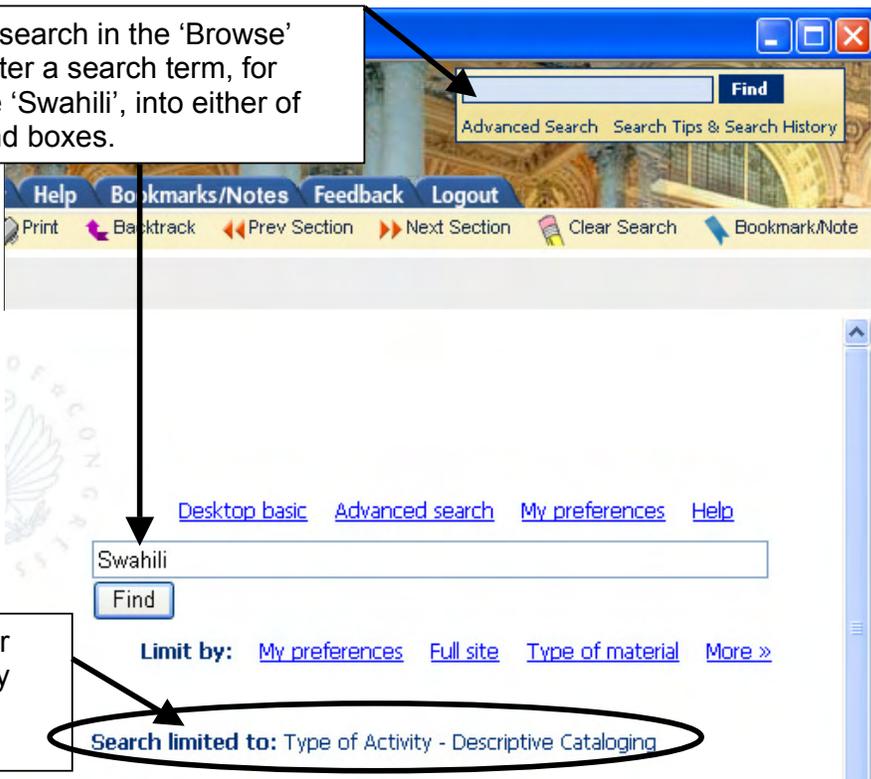
Once preferences have been selected in the 'Preferences' view, (see above,) they can be used to limit the resources to be searched. These limits are set in the 'Browse' view, from the dropdown menu that appears when the 'Reset' hyperlink is clicked.



Selecting 'Use Full Site' removes all limits: searches will now search all available resources.

15.3 Doing a simple search limited by Preferences

To do a search in the 'Browse' view, enter a search term, for example 'Swahili', into either of these find boxes.



The site reminder here displays any selected limits

Limit by: [My preferences](#) [Full site](#) [Type of material](#) [More >](#)

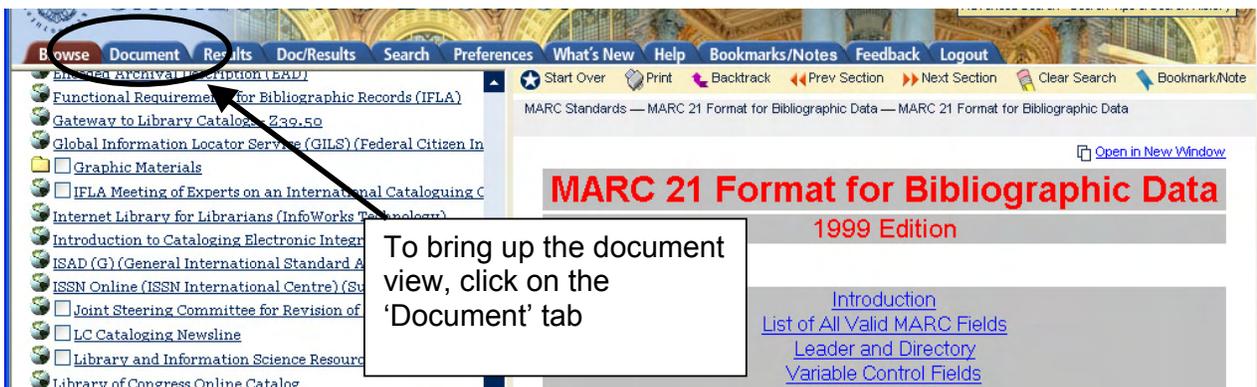
Search limited to: [Type of Activity - Descriptive Cataloging](#)



When you want to start a new search you can click on 'Clear search' and all the details of the old search will clear.

16. The Document view

The document view can be used to better display a document which is already been displayed in the document pane of the Doc/Results or Browse tabs.



To bring up the document view, click on the 'Document' tab

In the 'Document' view, the document pane takes up the full screen.

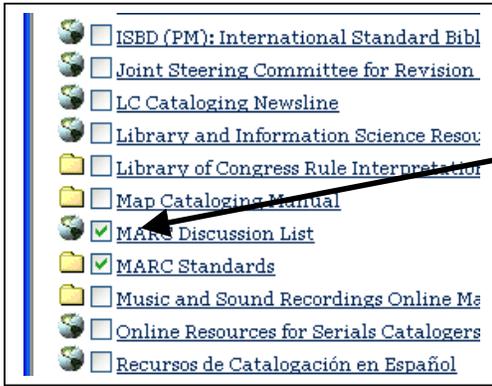
To return to the 'Browse' view, click on the 'Browse' tab

17. The 'Search' view

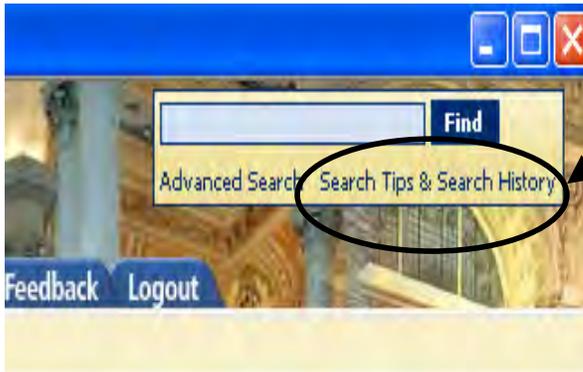
17.1 The Advanced Search and Table of Contents panes in 'Search'

The Table of contents pane appears on the left. It changes depending on which of the boxes on the right you use. It lists the resources which are searchable for that query.

The advanced search pane displays on the right



•Select the resources that you want to search by marking the relevant boxes, (or leave at the default, which searches all searchable resources.)



Note the Search Tips and Search History hyperlink. Clicking on this hyperlink brings up the box below.

17.2 The 'Search Tips' window

Boolean Search

You can search some or all of the tools in Cataloger's Desktop by making your selection in the frame on the left.

Query terms

Search history

heavy
definitions
serial
periodical

Search Tips

Operator	Example	Result
And	one two one & two one and two	Finds documents with both 'one' and 'two'.
Or	you me or you	Finds documents with either 'me' or 'you'.
Not	'him not him	Finds documents that don't contain 'him'.
Phrase	"to be or not"	Finds documents with the exact phrase 'to be or not'.
Single character wildcard	wom? th??	Finds documents with 'woman', 'women', etc., or 'this', 'that', 'them', etc.
Multiple character wildcard	a*n work*	Finds documents with 'an', 'addition', 'assign', etc., or 'work', 'works', 'working', etc.

•The Search tips and Search History window reminders of Boolean search terms

•It explains how to use the "wildcards" ? to replace a single character, or * to replace multiple characters in a word.

Search history

[heavy](#)

[definitions](#)

[serial](#)

[periodical](#)

The 'Search history' box at the bottom of the Search page allows you to repeat searches you did earlier



17.3 An explanation of the advanced search boxes

'Search terms': enter a keyword or Boolean selection of your choice

General:

'Index'-searches the indexes of resources

'Chapter Title' - (if you can remember the names of any,) for example 'uniform' for uniform title in AACR2 or Appendi* for AACR A.1 'initials and acronyms' [which displays, but is not search searchable, under the title 'capitalization']

Descriptive:

'Bibliographic area' – either title and statement of responsibility, edition, publication, distribution etc, Physical description, series, note, or standard number and terms of availability

'Rule title or number' e.g. 'Supplementary items' or 1.1B9 (does anyone remember the number of rule 1.1B9 ever?)

'Rule example' e.g. 'Mrs Humphrey Ward'

Subjects: Various subject catalogue searches. Does not seem to act as a thesaurus.

Instruction sheet (if you can remember the number) e.g. H2230

Free-floating subdivisions e.g. 'periodicals'

MARC Formats:

MARC tag- e.g. 260, 711 etc.

MARC codes: includes

Language e.g. 'Gaelic' or 'Finnish'

Relators e.g. 'editor' 'sculptor' 'binder'

Citations [not as exciting as it sounds] the only resource searched is 'Standard Citation Forms for Rare Book Cataloging'

Citation searches will find returns e.g. for 'Wing,' or 'Sadleir'

Graphic Materials

Graphics materials terms search the Thesaurus for Graphic Materials (actually a thesaurus for just about anything) e.g. 'comic*' 'black eyes'

18. Results of a search: the 'Doc/Results' view

The results of a search display automatically in the 'Doc/Results' view.

The screenshot shows the 'Cataloger's Desktop' interface. At the top, there is a search bar with a 'Find' button and links for 'Advanced Search', 'Search Tips & Search History'. Below the search bar is a navigation menu with tabs: 'Browse', 'Results', 'Doc/Results', 'Search', 'Preferences', 'What's New', 'Help', 'Bookmarks/Notes', 'Feedback', and 'Logout'. The 'Doc/Results' tab is active. Below the navigation menu, there is a search bar with '1 - 4 of 4 results' and 'Words Around Hits: None Short'. The search results are displayed in a table with columns 'Section' and 'Resource'. The first result is highlighted: '653 Index term-uncontrolled (R)' from 'CEG'. The main pane displays the first result with the search term '653 Index term-uncontrolled (R)' highlighted in blue. Below the search term, there is a legend for indicators: 'First indicator—Level of index term' with options: '# No information provided', '0 No level specified', '1 Primary', and '2 Secondary'. Below that, there is a legend for the second indicator: '# Undefined'.

A list of documents containing your search term appears in the pane on the left

The first document on the list displays in the document pane, with the term you searched for, (in this example '653') highlighted.

The left screenshot shows the 'Cataloger's Desktop' interface with the 'Doc/Results' tab active. The search results are displayed in a table with columns 'Section' and 'Resource'. The first result is highlighted: '653 Index term-uncontrolled (R)' from 'CEG'. The main pane displays the first result with the search term '653 Index term-uncontrolled (R)' highlighted in blue. Below the search term, there is a legend for indicators: 'First indicator—Level of index term' with options: '# No information provided', '0 No level specified', '1 Primary', and '2 Secondary'. Below that, there is a legend for the second indicator: '# Undefined'. The 'Short' radio button is selected under 'Words Around Hits: None Short'.

The right screenshot shows the same interface, but the 'None' radio button is selected under 'Words Around Hits: None Short'. The search results are truncated, showing only the first few characters of the search term: '...Index term-uncontrolled (R) 653 653 Index term-uncontrolled (R) CEG_6632...'. The main pane displays the first result with the search term '653 Index term-uncontrolled (R)' highlighted in blue. Below the search term, there is a legend for indicators: 'First indicator—Level of index term' with options: '# No information provided', '0 No level specified', '1 Primary', and '2 Secondary'. Below that, there is a legend for the second indicator: '# Undefined'.

The radial button at the top dictates whether the results are displayed within a 'Short' context or none at all.

19. Results of a search: the 'Results' View

In the 'Results' view the results of a search are displayed across the whole screen



20. Icons

Various icons display in the top toolbar:



 Start Over	Refreshes both panes
 Print	Prints
 Backtrack	Returns display to the last screen(s) viewed
 Prev Section Next Section	Returns display to the Section before (similar to turning a page)
 Clear Search	Clears results from the Table of Contents frame
 Bookmark	Adds bookmark for document being viewed to your list of Bookmarks (see below)

21. Printing



- In appropriate views the Print toolbar button is displayed. This prints the whole section of the document on display in the document pane.

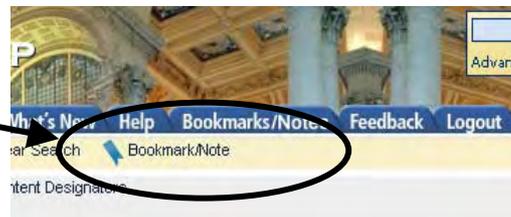
As in Word, text can also be selected by highlighting, and this selection can be printed.

22. Bookmarks and notes

22.1 Creating notes and bookmarks

With the document open which you want to bookmark, click on this icon.

Note that in the 'Browse' view the bookmark tag displays on the toolbar.



The document which you want to bookmark has been opened.

To bookmark it, click on the Bookmark icon above

This window will appear.

To add a bookmark or note:

- Select the radio button next to "Bookmark" or "Note"
- Choose the bookmark / note title in the box below the radio buttons. Skip this step if you are happy with the title that *Cataloger's Desktop* has supplied.
- If you are adding a note, insert it in the box below the bookmark/note title. Skip this step if you are not inserting a note.
- Select where you would like the bookmark or note to be inserted. To do this, scroll through the bottom pane of this popup window and single mouse click on the spot where the bookmark should be inserted.
- Click the OK button at the bottom of this pane

Create a: Bookmark Note (Select one)

Create under: Group Personal

Bookmark title (Edit if you would like a different title)

MARC Bibliographic — MARC 21 Format for Bibliographic Data

OK Cancel Copy note to clipboard

If you want to create a note, click in the radio button. The default setting is 'bookmark'/'

The section title will appear here. You can overtype to change it to one which you will recognise easier.

MARC 21 Format for Bibliographic Data

1999 Edition

[Introduction](#)
[List of All Valid MARC Fields](#)
[Leader and Directory](#)
[Variable Control Fields](#)
[Variable Data Fields](#)
[Control Subfields](#)
[Full Level Record Examples](#)
[Minimal Level Record Examples](#)
[Multiscript Records](#)

Done Internet

start 0 - Filespace RealPlayer: R... Cat desk train... CatDeskforAd... Microsoft Pow... 4 Internet

• Click the OK button at the bottom of this pane

Create a: Bookmark Note (Select one)

Create under: Group Personal

Note title (Edit if you would like a different title)

MARC Bibliographic — MARC 21 Format for Bibliographic Data

Insert your note here

The first section of MARC 21 Bibliographic Data

If you click on the radio button 'Note' the window changes.

There is now a box where you can add notes. In this example a note "The first section of MARC 21 Bibliographic Data" has been added.

22.2 Viewing bookmarks

Bookmarks and notes are retrieved in the Bookmarks/Notes view

To go to the bookmarked document, click on the hyperlink here

The note appears here

This facility is useful if there are parts of resources which one uses often, for instance relator or country codes, or a list of all MARC fields. You can then find your favourite parts of documents quickly.

23. The 'What's New' view

The 'What's New' view keeps you up to date with recent developments.

The developers suggest it is checked once a quarter.

24. Miscellaneous notes about some resources

- External resources searched by Cataloger's Desktop include Autocat discussion list, which one must join in order to read.
- Like Autocat, the Libraries of Congress Subject heading resource is available free to anyone over the web, but Cataloger's Desktop provides handy links to these resources.
- It is a good idea to join the Catalog Desktop discussion list, which sends out messages when there are any problems or new developments.
- One should be aware of the Graphics Thesaurus, where cataloguing terms are clearly defined. Many incorporated hyperlinks lead to this resource.

25. Benefits of using a web-based resource

- The resource searches many sources of cataloguing information quickly
- Online material can be organised and searchable in a variety of ways at once
- Hypertext links make it easy to move from relevant sections of one publication to another
- Allows you to customize your files to suit your needs and create a personal file of notes and bookmarks.
- Copy-and-paste capability is available to create your own documents
- Doesn't go out-of-date and good value for money
- Usable from several PC's at once (unlike a book)

26. Where to find more help

Quick tips are available at:

http://www.loc.gov/cds/desktop/web-faqs.html#Quick_Tips

We hope you have found this training document useful, good luck in your future cataloguing.